



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 5420.2
ITC02H
14 Jan 2004

SPAWARINFOTECHCEN INSTRUCTION 5420.2

Subj: NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) COUNCIL

Ref: (a) OPNAVINST 5100.23F
(b) Executive Order 12196, Occupational Safety and Health Programs for Federal Employees
(c) SPAWARINST 5100.15

1. Purpose. This directive provides a policy and assigns responsibilities for a comprehensive Navy Occupation Safety and Health (NAVOSH) Council, to create and maintain a safe and healthful work environment within the Space and Naval Warfare System Command Information Technology Center (SPAWARINFOTECHCEN).

2. Policy. It is the policy of the SPAWARINFOTECHCEN Commanding Officer to:

a. Maintain comprehensive and effective safety and health programs that meet the requirements of references (a) and (c).

b. Provide a NAVOSH Council that supports a safe and healthful workplace for all employees and visitors at the SPAWARINFOTECHCEN facilities.

3. Background. Reference (a) implements the NAVOSH program, which applies to all Navy military and civilian personnel. It requires that each naval activity establish and maintain an effective NAVOSH council, to provide opportunities for members to express multiple viewpoint and interests, and to promote and maintain a healthful environment for all.

4. Scope. This directive is applicable to all military and civilian personnel employed by SPAWARINFOTECHCEN, its activities and their workplaces worldwide.

5. Action

a. The Commanding Officer will:

(1) Establish and chair the NAVOSH Council.

(2) Appoint members in writing, either by letter or via the Command Collateral Duties, Boards, Courts, Committees and Councils Notice.

b. The Council will:

(1) Identify, define and assess NAVOSH issues or problems and recommend corrective measures.

(2) Establish new or revise policies, procedures, and practices to improve the effectiveness of the NAVOSH program.

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(3) Be a forum for discussion of employees' concerns about unsafe or unhealthful working conditions or practices.

(4) Ensure all managers are involved in the NAVOSH program, and may monitor and comment upon inspection procedures and practices.

(5) Meet bi-annually or more frequently as needed.

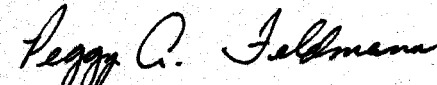
(6) Develop agendas and action items based on the nature of the command, its scope of operations, and its hazard or mishap experiences.

(7) Discuss subject matters to include NAVOSH goals, NAVOSH program improvement plans, mishap prevention experiences, requirements and initiatives, compliance issues and hazard abatement.

c. The NAVOSH Manager will retain minutes on file for a minimum of 3 years.

6. Membership will include the Executive Director, Department Directors, Facility Manager, NAVOSH Manager, (primary and alternate) civilian, or military representative from each department.

7. Managers will ensure all SPAWARINFOTECHCEN Civilian and Military employees are in receipt of this instruction.


PEGGY A. FELDMANN

Distribution: (SPAWARINFOTECHCENINST 5218.1A)
List A, B, C, D, and E